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20 February 1959

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**Language Development Committee Meetings**

1. The Committee for Language Development met on the 12th and the 19th of February to discuss principally, ways in which the awards phase of the program could be tightened in order to reduce costs. One item from an October meeting on the addition of languages to the current awardable list was also considered. Covering both of these, the committee recommended the following proposals be made effective within a reasonable time (c. 5 months - maybe July 1959):

a. If an award has been granted in one language, no award will be granted for achievement of specialized proficiency at the elementary level in any linguistically related language, e.g. Romance, Slavic, Germanic, etc.

b. No one shall receive more than five annual payments for maintenance of specialized or comprehensive proficiency at the same level in the same language.

c. Employees who claim or who have demonstrated comprehensive proficiency will be required to be tested comprehensively, and specialized awards will not be granted at a higher level unless the comprehensive proficiency has been maintained. (2)

d. Language proficiency achieved through Agency-sponsored external training will be awarded on the basis of directed training.

e. Nine languages (Afrikaans, Armenian, Bengali, Georgian, Hausa, Laotian, Lithuanian, Sinhalese, and Ukrainian) to be added to the current awardable list of thirty-nine: all except Afrikaans will be Group II languages.

2. Recommendations a, b, and e will require regulatory pronouncement, perhaps in the form of a notice, whereas c and d can be handled in the OTR Bulletin since, in effect, these procedures are currently used in determining awards. not so

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3. As to reducing cost,  estimated that proposal b would mean a reduction of about \$200,000 a year, starting five years hence. On a the saving would amount to about \$1500-2500 a year; c and d would provide no appreciable savings but are believed to be improvements in administration.

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**SUBJECT: Language Development Committee Meetings**

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4. [ ] showed the committee copies of the Language Qualification Registers. I've attached a paper showing the information recorded in four types of rosters as well as the custodians of each. There is an attachment summarizing total language proficiencies (claimed and tested) in the Agency and also, a listing of language codes.

Rad hopes to distribute these registers next week and since they represent a significant body of data jointly assembled by our two offices, he proposes that they go out with a covering memo signed by you and D/Personnel.

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